

BUSINESS MANAGER

General Definition of Work:

Performs difficult administrative and managerial work planning, organizing, staffing and supervising the agency's fiscal, human resources, administration, and other general managerial functions. Develops, prepares, presents and manages the Human Services annual budget. Work is performed under the general supervision of the Assistant Human Services Director. Supervision is exercised over all administration division personnel.

FLSA: exempt

Essential Functions:

- **Planning, organizing, implementing, managing and supervising effective department fiscal, human resources, and administrative operations and activities.**
- **Providing leadership and direction for department fiscal, human resources and administrative standards, processes and controls.**
- **Supervising, directing, training, and evaluating administrative division staff and has substantial influence in hiring and employment decisions.**
- **Developing and prioritizing division objectives, work standards and performance criteria.**
- **Developing, preparing, presenting, managing and monitoring the department's annual budget.**
- **Works with director, assistant director and program administrators to determine needs, develop budget, report revenue and spending variations for prompt action and resolution, and make adjustment recommendations.**
- **Ensures budget amendments and journal entries are completed.**
- **Overseeing and participating in the analyzing, monitoring, and tracking of department revenues from approximately 50 sources and expenditures to maximize non-county revenue and control County expenditures.**
- **Oversees the compilation, submission, and maintenance of a variety of departmental reports including reimbursement reports (i.e. DSS-1571 and Medicaid Transportation Reimbursement Report) for reimbursement of monies spent in federal and state directed programs and federal, state and county financial reports.**
- **Ensuring accurate processing, maintaining and auditing of various departmental financial reports and records.**
- **Ensuring compliance with local, state and federal fiscal and personnel regulations; maintaining confidentiality; preparing and maintaining a variety of systems, reports, records and files.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Typical Tasks:

- Serves as liaison with County Finance, Human Resources, Safety & Risk Management and General Services ensuring that internal practices and procedures are effective and integrated with County strategies, policies, and procedures.
- Supervises daily departmental operations of grant administration, contract administration, accounts payable and receivable, purchasing, personnel support, vehicle fleet management, and facility management.
- Reviews, modifies, and/or develops internal financial and human resources policies, systems, and procedures.
- Tracks and provides reports to Human Services Director and County Finance on performance measures.
- Oversees capital asset inventory accounting for the department.
- Responds to inquiries and complaints providing information and assistance.
- Attends meetings as required.
- Performs other related tasks as required to potentially include but not limited to emergency shelter operations.

Knowledge, Skills and Abilities:

Considerable knowledge of the principles and practices of public and business administration and of the organization and structure of local, state and governmental agencies. Knowledge of the principles, methods and practices of accounting and of the laws, ordinances and regulations governing human services financial and budgeting

management; of the principles and techniques of human capital management and public or business administration; of the department's organization, operation and objectives; of purchasing practices and procedures; and contract administration. Working knowledge of office equipment, computers, and applicable software applications. Ability to develop and organize information and data ; to use Microsoft Office products, especially Word, Excel and PowerPoint; to exercise discretion and sound judgment in analyzing situations and making decisions; to train, supervise and direct employees in the various areas of responsibility; to write clear and concise reports; to communicate ideas effectively both orally and in writing; to collect, summarize and present detailed information; to maintain detailed records; to plan and direct fiscal and business services; to maintain confidentiality; to attend work regularly; and to develop and maintain effective working relationships with state and local officials, associates, subordinates, and the general public.

Education and Experience:

Requires bachelor's degree in public or business administration, accounting, finance or a closely related field and four years of administrative experience participating in the planning and management of a business or governmental program including budgeting. Degree must be from an appropriately accredited college or university. An equivalent combination of education and experience may be accepted. Prefer some human resources experience and management experience in a human services agency.

Physical Requirements:

Sedentary work requiring the exertion of up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects; work requires reaching and fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of office machines, determining accuracy, neatness, and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina.

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